

Classification

#46

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/oc-053	
1. TITLE OF REPORT (If a fill-in report include Form No.)						2. TYPE OF REPORT	
Equipment Inventory						<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		1. COMMUNICATIONS	
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
6		Semi-annually				5	
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Computer print-out		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Per OC-SCD		
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OC-SCD/FEB/RPS							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
AVERAGE GS-12(5)	\$7.73		2080	=	\$16,078.40		2/year \$32,156.80
B. COSTS OF COMPUTER PRODUCED REPORTS							
1630 x 6 x .03 x 2							586.80
TOTAL COSTS PER YEAR						\$32,743.60	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<p>The [] report is used by the OC-SCD for equipment programming, world-wide. It affords a great savings of time compared to handwritten files and the accuracy gained cannot be equaled. The combined report is used to account for over 1,400 types of equipment in all overseas base and field stations and warehouses. Also, it is used to forecast the next fiscal year equipment requirements and inform all overseas and domestic areas of the approved quantity of FRA.</p> <p>Report was originated in 1969 by OC-SCD.</p>							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain) MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
2 October 1970							